

# How to Access Class Lists in WINGS Express

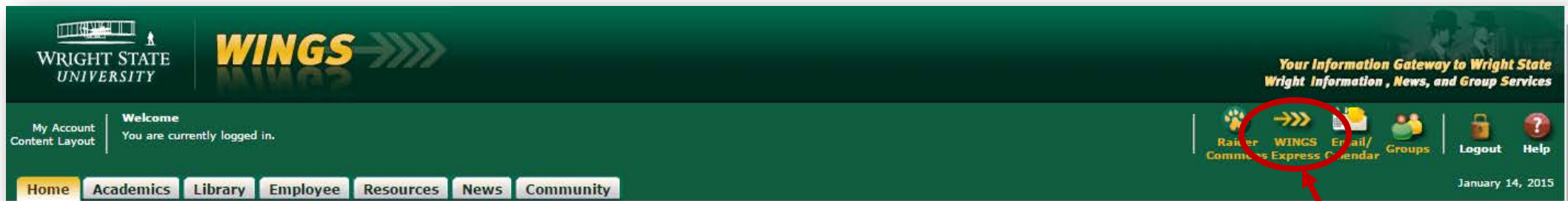
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OFFICE OF THE REGISTRAR



# Navigate to WINGS Express

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The image shows a horizontal navigation bar for Wright State University's WINGS Express system. On the left, it features the Wright State University logo and the text "WINGS" in large yellow letters with three green chevrons to its right. Below the logo, it says "Welcome" and "You are currently logged in." A row of navigation buttons includes "Home", "Academics", "Library", "Employee", "Resources", "News", and "Community". On the right side, there is a row of icons: a paw print for "Raiders Commons", a yellow chevron for "WINGS Express", a calendar for "Email/Calendar", a group of people for "Groups", a padlock for "Logout", and a question mark for "Help". A red circle highlights the "WINGS Express" icon, with a red arrow pointing to it from the bottom right. The date "January 14, 2015" is displayed in the bottom right corner.

WRIGHT STATE UNIVERSITY

**WINGS** →→→

Your Information Gateway to Wright State  
Wright Information, News, and Group Services

My Account | Welcome | You are currently logged in.  
Content Layout

Home | Academics | Library | Employee | Resources | News | Community

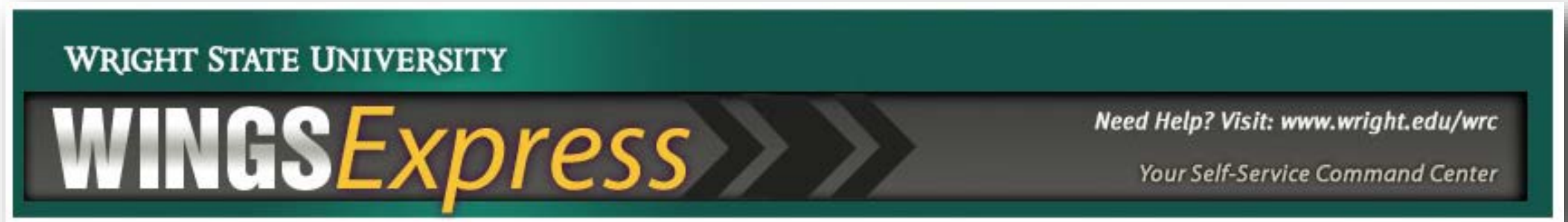
Raiders Commons | **WINGS Express** | Email/Calendar | Groups | Logout | Help

January 14, 2015

# Navigate to WINGS Express

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The page banner should clearly indicate that you are in WINGS Express



# Confirm that you have Faculty Access

WRIGHT STATE UNIVERSITY

# WINGS Express

Need Help? Visit: [www.wright.edu/wrc](http://www.wright.edu/wrc)  
Your Self-Service Command Center

[Personal Information](#) [Alumni and Friends](#) [Student and Financial Aid](#) **[Faculty](#)** [Advisor](#) [Employee](#)

Search   [ACCESSIBILITY](#) [SITE MAP](#) [HELP](#)

## Main Menu

- Personal Information**  
Update addresses, contact information, change your PIN and security question, opt-in text message.
- Student and Financial Aid**  
Admission Application Summary, Registration, Grades, Billing, Financial Aid, Wright1 Card and Meal Plan Services.
- Faculty** ←  
Enter Grades and Registration Overrides, View Class Lists and Student Information
- Advisor**  
Review and enter student information.
- Employee**  
Time sheets, time off, benefits, leave or job data, paystubs, W2 and T4 forms, W4 data, Wright1 Card and Meal Plan Services.

# If you do NOT have Faculty Access

Navigate to **CaTS** at: <http://www.wright.edu/information-technology>, select **Support & Training**

The screenshot shows the top navigation bar of the Wright State University CaTS website. The bar is dark green with the text 'WRIGHT STATE UNIVERSITY' on the left and a search box on the right. Below this is a light grey bar with the 'CaTS University IT Services' logo. The main navigation menu is a dark blue bar with the following items: 'Getting Started', 'Services', 'Support & Training' (circled in red), 'Security', and 'About'. Below the navigation bar are four service tiles: 'Call' (with phone icon and numbers), 'Request Support' (with envelope icon and email address), 'Visit' (with building icon and address), and 'Learn' (with laptop icon and training link). A red arrow points from the 'Visit' tile to the 'Support & Training' link in the navigation bar. Below the tiles are four content boxes: a logo, a Twitter word cloud, a smartphone image, and a login form for 'WINGS'.

# If you do NOT have Faculty Access

Select **Forms** and download the **WINGS Express Faculty and Advisor Access (PDF)** form

**Forms**

Below you can find all of the forms you need to request service or support for technology at Wright State. If you can't find the form you're looking for, [contact the CaTS Help Desk](#) for further assistance.

Popular Forms | All Forms A-Z

- **Account Application (PDF)**  
Fill out a request for a computer account for new staff/faculty, along with special access needed. Requests for long term guest accounts and delegated email accounts.
- **Account Name/Email Change (PDF)**  
Request to change campus username account, and/or email address. Note: You must have your information updated with H.R. (faculty/staff), or the registrar (students) first.
- **Classroom Equipment Preferences Form**  
As a Faculty/Staff member, submit a request for your preferred equipment to be accessible from a specific classroom (must be submitted 8 weeks before the classroom will be used).
- **Classroom Problems and Requests**  
Use this form to report problems to an electronic or computer classroom. The information on this form will be reported to the appropriate department via email. If the problem you are having requires IMMEDIATE assistance, please do not use this form. Instead, contact the CaTS Help Desk at (937) 775-4827 for assistance.
- **Support and Project Request** *(formerly system modification request)*  
Submit support or project requests to Information Services here. This includes issues in production (live), reporting a bug, new feature/project/report requests (requires authorization with campus username and password).
- **WINGS Express Faculty and Advisor Access (PDF)**  
Individuals needing access to student information.
- **WINGS Express Finance and WrightBuy Access (PDF)**  
Submit a request for access to either the Finance and/or WrightBuy programs through WINGS Express.

**SUPPORT & TRAINING**

- Support
- Training
- Forms**

**RESOURCE CENTER**

The WINGS Resource Center provides additional training, documentation, and videos to guide you in the use of university computing resources.

[WINGS Resource Center](#)

# If you do NOT have Faculty Access

Complete the form with **Authorized College Coordinator** signature (see back of form):

**Application for Banner Student WINGS Express Access**

Name: \_\_\_\_\_ Banner UID: U \_\_\_\_\_

Role:  Staff  Faculty  Student\*\*  GTA/GA If GTA/GA, for what term(s): \_\_\_\_\_  
 \*\*Student access only by Delegated Account \_\_\_\_\_

Campus Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Position Title: \_\_\_\_\_

Academic Dept(s) or Unit: \_\_\_\_\_

Email: \_\_\_\_\_

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**Check Requested Access Level(s):**

**Advisor Level 1**  
 Allows access to a summary class list for any course. Also, provides access to student address, e-mail address, and printable schedule.

**Advisor Level 2**  
 Allows access to a summary class list for any course. Also, provides access to student information such as student address, schedule, and academic history.  
 This individual is authorized view only access to Xtender student documents via Wings Express.

**Faculty/Adjunct Faculty**  
 Provides access to course related services such as Final Grade Submission, Final Grade Summary, Registration Overrides and Class Lists for your assigned courses.

**Access to student records is restricted to those with an "educational need to know" as outlined by the Family Educational Rights and Privacy Act of 1974 (FERPA).**

Detail your job duties that provide justification for your requested Access Level:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Send this form to: Office of the Registrar, 248 MS, Attn: WINGS Express Access**  
 Fax 775-5597 or 775-5616

I agree that I will use the information obtained from WSU WINGS Express systems for only authorized purposes required of my position and that I am responsible for any action taken through the use of my account. I understand any unauthorized use will result in the loss of my account. By signing this application, I indicate my understanding and acceptance of the responsibilities as a WSU Banner systems user.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I verify that the applicant for which I am responsible is a WSU faculty/staff/student employee and has a legitimate business need to access the information available through WSU WINGS Express systems.

Authorized College/Unit Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Authorized College Coordinators:**

	Contact	Location	Phone
Non-Academic Units	Office of the Registrar	Student Union MS248	775-5200
Raj SoIn College of Business	Joann Bevelhymmer	Rike Hall 102	775-2437
College of Education & Human Services	Chris Murphy	Allyn Hall 365	775-4508
College of Engineering & Computer Science	Cindy Oakley	Russ Eng Center 405	775-5002
College of Liberal Arts	LaKeysha Catron	Millett Hall 120	775-2601
College of Nursing & Health	Theresa Haghazarian	University Hall 176	775-2592
College of Science & Math	Joyce Howes	Oelman Hall 106	775-2699
University College	Tim Littell	University Hall 180	775-5770
Lake Campus	BJ Hobler	Dwyer Hall	775-8350
School of Professional Psychology	Dr. Jeffrey Allen	Health Sci Bldg 117	775-3470
School of Medicine	Greg Kojola	Univ. Park, Bldg B	238-3054

# If you DO have Faculty Access

Select the **Faculty Tab** and click on **Faculty Link** under the **Main Menu**

The screenshot displays the Wright State University WINGS Express website. At the top, the header includes the university name and the WINGS Express logo. Below the header is a navigation bar with tabs for Personal Information, Alumni and Friends, Student and Financial Aid, Faculty, Advisor, and Employee. The Faculty tab is circled in red. Below the navigation bar is a search field and a Go button. The main menu section lists several categories: Personal Information, Student and Financial Aid, Faculty, Advisor, and Employee. A red arrow points from the Faculty tab in the navigation bar to the Faculty link in the main menu.

WRIGHT STATE UNIVERSITY  
**WINGS**Express  
Need Help? Visit: [www.wright.edu/wrc](http://www.wright.edu/wrc)  
Your Self-Service Command Center

Personal Information Alumni and Friends Student and Financial Aid **Faculty** Advisor Employee

Search  Go ACCESSIBILITY SITE MAP HELP

**Main Menu**

**Personal Information**  
Update addresses, contact information, change your PIN and security question, opt-in text message.

**Student and Financial Aid**  
Admission Application Summary, Registration, Grades, Billing, Financial Aid, Wright1 Card and Meal Plan Services.

**Faculty**  
Enter Grades and Registration Overrides, View Class Lists and Student Information

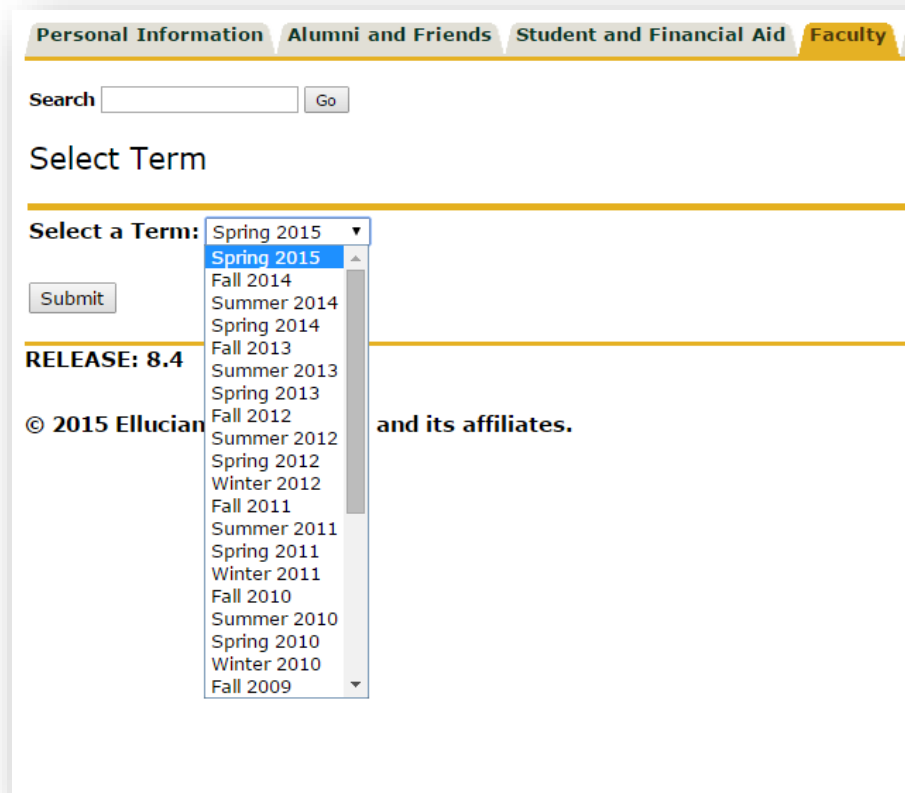
**Advisor**  
Review and enter student information.

**Employee**  
Time sheets, time off, benefits, leave or job data, paystubs, W2 and T4 forms, W4 data, Wright1 Card and Meal Plan Services.



# If you DO have Faculty Access

Select the appropriate **Term** via **Term Selection** on the **Faculty Menu**



The screenshot displays a web application interface with a navigation bar at the top containing tabs for 'Personal Information', 'Alumni and Friends', 'Student and Financial Aid', and 'Faculty'. The 'Faculty' tab is currently selected. Below the navigation bar is a search field with a 'Go' button. The main content area is titled 'Select Term' and features a dropdown menu labeled 'Select a Term:'. The dropdown menu is open, showing a list of academic terms from 'Spring 2015' at the top to 'Fall 2009' at the bottom. The 'Spring 2015' option is highlighted in blue. To the left of the dropdown menu, there is a 'Submit' button. Below the dropdown menu, the text 'RELEASE: 8.4' and '© 2015 Ellucian' is visible. To the right of the dropdown menu, the text 'and its affiliates.' is partially visible.

# If you DO have Faculty Access

Return to the **Faculty Menu** and click on **CRN Selection (Your Sections)**

The screenshot shows a web interface with a navigation bar at the top containing the following tabs: Personal Information, Alumni and Friends, Student and Financial Aid, and Faculty. The 'Faculty' tab is circled in red. Below the navigation bar is a search field with a 'Go' button. The main content area is titled 'Faculty Menu' and contains several menu items:

- Term Selection: List of terms used with services below..
- Course Catalog: Summary information about WSU courses
- Class Schedule Search: Detail information by term for class sections.
- Look Up Classes: Look up classes by searches.
- ID Selection: Enter a student ID for student services below.
- CRN Selection (Your Sections)**: Select a CRN (Course Reference Number) to use with the services below. (This item is circled in red)
- Faculty Detail Schedule: Detail information like enrollment and more of each class being taught by you.
- Active Assignments: Your currently assigned classes.
- Registration Overrides

On the right side of the menu, there is a link for 'Early Academic Alert System' with the subtext 'Provide advisor attendance/grade alerts a'.

# If you DO have Faculty Access

The CRNs (sections) to which you are assigned will be displayed in the drop down list.

The screenshot shows a web interface with the following elements:

- Navigation tabs: Personal Information, Alumni and Friends, Student and Financial Aid, Faculty (highlighted), and Ac.
- Search bar: Search [input field] Go [button]
- RETURN TO [link]
- Section: Select a CRN
- CRN: KNH 1660A 01: Swimming: Beginning, 16119 (9) [dropdown menu]
- Submit [button]
- [ [Enter CRN Directly](#) ]
- RELEASE: 8.3

# If you DO have Faculty Access

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If section(s) **NOT LISTED...**



*...let your department know to assign  
it/them to you in Banner*

# Questions?

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**CaTS Help Desk:**

937-775-4827 or 888-775-4827

[helpdesk@wright.edu](mailto:helpdesk@wright.edu)

**Office of the Registrar:**

937-775-5200

[wsu-registrar@wright.edu](mailto:wsu-registrar@wright.edu)

**Center for Teaching & Learning:** 937-775-2885

[ctl@wright.edu](mailto:ctl@wright.edu)